

**Short Title: Electronic license certificate complies with statutory requirement**

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**Description of Practice/Procedure:**

The Department of Real Estate will deem a printout of data contained in the ADRE Public Database, or an electronic file of such data that can be recreated electronically or on paper upon request, to be a license certificate. This will increase efficiencies and enhance the timelines of issuing license certificates to real estate, cemetery and membership camping salespersons and brokers.

A broker may comply with the statutory requirement that the broker retain and have the certificates available for inspection by accessing the licensed employee's record in the Public Database at [www.azre.gov](http://www.azre.gov) and printing a copy showing current and active licensure to the employing broker or having this data available electronically.

Employing broker and designated broker license certificates must still be displayed. An acceptable form is a printout of data contained in the ADRE Public Database.

**Authority:** A.R.S. §32-2102 provides that the Department of Real Estate, under the direction of the Real Estate Commissioner, shall administer Title 32, Chapter 20. A.R.S. §32-2128 requires designated brokers and, where applicable, employing brokers, to prominently display their licenses in the office of the broker. Designated brokers are also required to have the licenses of salespersons and associate brokers licensed to the broker available and retained by the broker until or unless the license is returned to the Department due to license expiration, sever of employment, cancellation, suspension, termination or a change of employment information. A.A.C. R4-28-303. A.R.S. §32-2151.01 requires the employing broker to maintain in the broker's files a copy of employment status for all current and former employees for a period of at least 5 years from the date of the termination of employment.

**Policy Program:** Licensure/Regulation

**Effective Date:** Feb 1, 2007

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